

Bennett Public Records Policy and Procedure



Pursuant to C.R.S. Sections 24-72-203(1)(a) and 24-72-205, as amended, of the Colorado Open Records Act, C.R.S. § 24-72-101 et. seq. ("Act"), it is the policy of the Town of Bennett that public records shall be open for inspection at reasonable times, except as provided by the Act or other law. Pursuant to the Act, the following sets forth Town rules, regulations and policies that are reasonably necessary for the protection of public records, for the prevention of unnecessary interference with the regular discharge of the duties of the custodian, and for enabling timely access to public records that are subject to disclosure under the Act.

The Town Clerk is the official custodian of all public records and will process all requests for public records pursuant to the Act.

A Public Records Request form must be filed with the Town Clerk to initiate a request for public records. Upon receipt of the request form and if required by this policy, a cost deposit, the Town Clerk will research and compile records from various Town departments in response to the request for public records. When the requested documents are compiled, the Town Clerk will notify the applicant of the completion of the request, the availability of the records for inspection, the cost of service including copying charges for any requested copies and research or other fees. Records subject to nondisclosure by law or under the Act will be withheld from inspection.

The Town has three working days to process open records requests and in extenuating circumstances, up to seven working days to respond to requests.

The fees set forth below are subject to change without notice. Fees are to be paid at the time documents are made available for copying or inspection, except that the Town Clerk will require an advance deposit of copying costs for copying estimated to cost in excess of \$10.00 and research fees for research estimated to be in excess of one hour, prior to fulfilling the request. The Town Clerk will return any amount of the deposit which is in excess of the actual charge, and shall collect any amount by which the actual charge exceeds the amount deposited. No records will be made available for inspection or copies released until all amounts due have been paid.

Fees associated with the open records request will be calculated in accordance with the following schedule:

Schedule of Fees

In accordance with the standard requirements of the Act, there are hereby established reasonable and standardized fees for producing copies of public records, as follows

Research and Retrieval Fee C.R.S. 24-2-205(6)	
First Hour Free	\$41.37/per hour in excess of one hour

Photo Copy Fees	
8 ½ x 11	\$.25/per page
8 ½ x 14	\$.40/per page
11 x 17	\$.50/per page
18 x 24	\$3.50/per page
24 x 36	\$5.00/per page
36 x 58	\$10.00/per page
Large Scanning	\$3.00/per page

Public Notary	
Notary Fee	\$5.00/per document
	Exemption for Town Business Purposes

Miscellaneous Fees	
Postage/Mailing Fees	Actual Cost Applicable on Mail Requests
Photographs	Actual Cost of Copies
Video Tape	Not Available
Audio Tape	\$15.00/per tape